



City of Greenwood
Office of the Building Commissioner
300 South Madison Avenue
Greenwood, IN 46142
(317) 887-5230
building@greenwood.in.gov

Policy in Effect
December 2, 2013

Last Updated: December 1, 2014

Residential Inspection Scheduling Policy

Inspection Requests may be made by calling the Building Division at (317) 887-5230 or sending an email to building@greenwood.in.gov. Our office is open Monday thru Friday from 8:00 am to 5:00 pm. All emails will receive a reply confirming the inspection time and/or date.

Next day residential inspection requests must be called in or emailed to us by 5:00 pm of the previous business day. Any requests received after this time will be scheduled for the following business day. (Note: Requesting a next day inspection by 5:00 **does not guarantee** that there will be time available in the schedule for your inspection.)

The building inspectors sort their work at the beginning of each day to reduce extra travel time. **Our policy is to do all inspections in a given subdivision in one trip.** Therefore, timed inspections are kept to a minimum.

Inspections that we WILL schedule at specific times are footings (**again, one trip per subdivision**), any inspections of occupied structures, and inspections requiring homeowner to give access.

All other inspections will be performed sometime during the day depending on when it fits into the inspector's schedule.

Final energy certificates must be emailed to our office at building@greenwood.in.gov prior to or at the same time as a final inspection is requested. The inspector will not do the inspection if we do not have the final energy certificate on file.

NO INSPECTIONS WILL BE SCHEDULED BETWEEN 12:00 AND 1:00 EACH DAY.

Cancellations

All timed inspections must be cancelled **at least one hour** before the designated inspection time. Inspections that are not time specific must be cancelled **by 9:00 am** on the day they are scheduled for. *Failure to follow this policy may result in a re-inspection fee.*